

 <p>MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES CHILD AND ADULT CARE FOOD PROGRAM</p> <p>CHILD CARE CENTERS POLICY &amp; PROCEDURE MANUAL</p>	ISSUED  5/3/91	REVISED  1/16	CHAPTER  6	SECTION  6.17
CHAPTER Chapter 6. Requirements of Management – SO's	SUBJECT Production Records – Minimum Requirements for Food Service Contractors			

Production records supplied by food service contractors may be completed using one of the two listed methods:

### Method 1

Minimum amount of information supplied by the food service contractor shall be:

- Food items used;
- Purchase unit
- Amount of food item used and delivered.

The center personnel will be responsible for documenting the number of children and adults served.

### Method 2

Minimum amount of information supplied by the food service contractor shall be:

- Food items used;
- Purchase unit;
- Total amount of food used by the contractor to supply all meals produced for the given menu; and
- Total number of servings provided from the food.

For both methods listed above, modifications can be made if the food service contractor can provide adequate documentation to verify that minimum serving size requirements are met. Modifications which will be acceptable for each component group are:

### Meat/Meat Alternate Items

For meat items which are preformed into identical weight serving sizes such as hamburger patties, fish fillets, chicken patties, etc., the food service company can state on the production record the number of preformed portions which were provided. In addition to the number provided, the food service contractor must supply documentation indicating the cooked weight of the meat portion of the product. This information must be in the form of a Child Nutrition (CN) label or product analysis sheet which has been signed by the manufacturer.

For casserole type items such as spaghetti, chili, etc., the company can supply the standardized recipe used to the center. The recipe must indicate the pounds of meat used and the number of servings obtained from the recipe.

### **Fruit/Vegetable Items**

If the food is delivered in bulk containers, i.e., steam table pans, the food service contractor must supply the information indicated in Method 1 or Method 2.

If the food is delivered on a per unit basis, the food service contractor can supply a detailed procedure for portion control of the food items. This procedure must identify the equipment used for portioning of each item.

#### **For Example:**

<u>Product</u>	<u>Serving Utensil</u>
Green Beans	½ cup spoodle

The portion control procedure will not be sufficient if the food service contractor uses slotted spoons since this utensil provides no consistency of serving size.

For vegetable casseroles or fruit desserts, it will be necessary for the company or center to identify the total amount of fruit/vegetable used in the product or the amount of fruit/vegetable provided on a per serving basis. This can be done by supplying a standardized recipe, , CN label, or other method which has been approved by the Missouri Department of Health and Senior Services –Community Food and Nutrition Assistance.

### **Grains/Bread Component**

When slices of bread are provided, the food service contractor shall document the number of slices provided and the weight of each slice.

When bread alternates are provided such as muffins, rolls, biscuits, etc., the company shall document the number of muffins and the weight of each muffin. A recipe, ingredient label, CN label, or sheet must be supplied to assure that the product is a creditable bread alternate.

If rice, spaghetti, or other pasta is used to meet the grains/bread component, total amount used could be provided or information on the bread alternate included in the portion control procedure.

### **Milk**

Food service contractor shall document the number of the units provided such as number of gallons, half gallons, half pints, etc.